

Checking a guest out

Clicking the *Today's Departures* button displays all guests checking out. Simply choose from the list.

Reservations window showing search fields for Reservation Number, Last (Sanders), Company, Phone, Group, Arrival, and Email. Navigation buttons include End Guest, Create Reservation, Today's Arrivals, Misc Post, Guests Checked In, Today's Departures, Check Availability, and Exit.

Guests Departing window showing a table with columns: Reservation, Name, Arr/Dept, Room/Bldg, Group, and Due. A date filter is set to 2/13/2010.

Reservation	Name	Arr/Dept	Room/Bldg	Group	Due
202955	Sanders, James	2/11-2/13	301 Main		\$-129.00

No need to touch the keyboard in the check out process.

Check Out window showing guest information for Craddock, Bain, Middle, Surname, Company, Address1, Address2, City, State, Zip, Phone, Fax, Notes, and Group (Eagles). Reservation number 202769 and Number of Keys are also shown.

Type	Date	System Code	Description	Total
Nightly	3/23/2006	Rollaway	Rollaway Cot	\$5.30
Nightly	3/23/2006	Corporate	Double None Smoking	\$110.00
Nightly	3/24/2006	Rollaway	Rollaway Cot	\$5.30
Nightly	3/24/2006	Corporate	Double None Smoking	\$110.00
Late	3/25/2006	Rollaway	Rollaway Cot	\$5.30
Late	3/25/2006	Corporate	Double None Smoking	\$110.00
Total				\$345.90